

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814  
916/445-7046



April 13, 1979

ALL-COUNTY INFORMATION NOTICE I-38-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: SOCIAL SERVICES TIME STUDIES - ADMINISTRATIVE CLAIMING

## REFERENCE:

Effective with the July 1, 1979 quarter, the administrative expense claim is being modified to accommodate recent changes in the area of Social Services. The primary change will involve an elimination of Title XX eligibility categories as they are reflected on the current Social Services Time Study (DFA 46) and the administrative claim. Beginning with the August time study month, social service staff will charge time spent on Title XX services to the specific service provided. For the purposes of funding, the Title XX time will be summarized, and costs will be allocated to three "programs" - Family Planning, IHSS, and Other Title XX.

Due to the significant nature of these changes, this department will be conducting a workshop on the revised social services time study instructions and will be providing training on the resultant administrative expense claim. Attached is a copy of those time study instructions that have changed and a list of dates, locations, and counties scheduled for each session. Each of these workshop/training sessions will consist of two phases. The morning workshop will address the social service time study changes/instructions and may require participation by both program and fiscal staff. The afternoon sessions will be limited to a technical discussion of the changes to the Administrative Expense Claim and will primarily concern county fiscal/claiming specialists. Through these sessions we hope to afford counties the opportunity to provide input to the revised administrative expense claim and participate in the development of clear social services time study instructions.

In most cases, the size of the facilities require us to limit attendance at each session to not more than five persons. If counties wish to bring more staff or attend a session other than designated on the attached sheet, we would appreciate their contacting County Fiscal Administration. All questions regarding the training should be referred to either Pat Fitzgerald or Mark Salomon at (916) 445-7046.

Sincerely,

A handwritten signature in dark ink, appearing to read 'R. E. Reich', is written over the typed name.

R. E. REICH  
Deputy Director

Attachment

cc: CWDA

# WORKSHOPS

<u>Location</u>	<u>Date</u>	<u>Time</u>	<u>Facility</u>	<u>Attending Counties</u>
Sacramento	4/25	9:30-11:30 1:00-3:00	744 P Street Office Building #9 1st Floor-Auditorium	Alpine, Amador, Butte, Calaveras, Colusa, El Dorado, Glenn, Lake, Napa, Nevada, Placer, Sacramento, San Joaquin, Sierra, Solano, Sonoma, Stanislaus, Sutter, Tuolumne, Yolo, Yuba
San Bernardino	5/2	9:30-11:30 1:00-3:00	1111 Mill St. (Bldg. #2, 2nd Floor Conference Rm.) Take the Waterman Ave. North exit off Hwy 10. Go 2 miles north on Waterman, right on Mill St. (2nd stoplight). Approx 3/4 mi. down Mill, parking lot on right (300 ft. before intersection of Mill & Tippecanoe).	Imperial, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, Ventura
Santa Clara	5/8	9:30-11:30 1:00-3:00	1555, Berger Dr, San Jose. Take Gish Road exit off of Hwy 17. Head East on Gish Rd. to Oakland Rd. Go north on Oakland Rd. to Berger Rd. 1555 is bldg. #2 at corner of Oakland and Berger.	Alameda, Contra Costa, Marin, Monterey San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz
Redding	5/15	9:30-11:30 1:00-3:00	Holiday Inn, Crater Room 1900 Hilltop Drive Hilltop exit off Hwy 5.	Del Norte, Humboldt, Lassen, Mendocino Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity
Fresno	5/17	9:30-11:30 1:00-3:00	Sheraton Inn-Sierra Rm. #5 2550 West Clinton Ave. Clinton Ave. exit off Hwy 99.	Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, San Luis Obispo, Tulare